

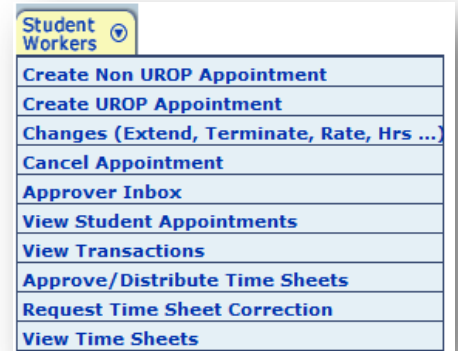
QUICK REFERENCE: KEY CHANGES

OVERVIEW

The Student Hourly Appointment applications in SAPweb provide a streamlined process for creating student hourly appointments, as well as real-time validations as appointments are created or modified. This quick reference document covers the most important changes and enhancements to the process.

ACCESSING THE APPLICATIONS

All of the new SHA applications, with the exception of the Transaction Log, will be accessed from SAPweb, via the **Student Workers** tab (shown at right), http://web.mit.edu/sapweb/PS1/studentwork_home.shtml. Note that this tab also provides access to the same Time Sheet applications available on the Employee tab.



KEY CHANGES: VALIDATIONS

PLANNED HOURS

One of the most important changes you will notice when using the new SHA applications is the **Planned Hours** validation. As you create a new appointment, or make changes to an existing appointment, the system will validate the planned hours you are entering against existing appointments held by the student. Total planned hours exceeding either International student regulations or MIT guidelines will result in either a warning message or an error, depending on the situation. See the table below for the guidelines on hours.

	Fall & Spring Terms	Summer/IAP
International students	20 hours per week, per USCIS rules : cannot create appointment that puts student over this limit (*see exception , below)	40 or more
US Undergrad	20 hours: over this generates a warning	40 or more
US Grad	30 hours: over this generates a warning, ODGE approval required	40 or more

To see other concurrent appointments held by the student, use the **Student's Appointments** link in the upper right corner of the Create and Change Appointment applications.

Student's Appointments Help Close

**Exception: In the case of an international student, if the start date is in the past; the appointment will be routed to SFS (undergrad) or ODGE (grad) who will review the appointment. If the student has not yet worked, the appointment will be rejected. If the student has already worked, the appointment will be approved for payment but with a new end date, and student will be notified they cannot continue in this position.*

Rate of Pay:

Rate of Pay exceeds maximum guideline of \$25.00 and will be forwarded to SFS for approval.

If you have not already done so, go back to the form and enter a detailed position description.

RATE OF PAY

Another key validation that occurs as you create or modify appointments is **Rate of Pay**. Student Financial Services sets guidelines for minimum and maximum rates of pay; entering an amount outside of those guidelines will generate either a warning (above the max) or error (below the minimum). Rates of pay above the maximum will require SFS approval.

STUDENT ELIGIBILITY

Finally, the SHA applications allow you to create and change appointments only for students who are registered (RE) or eligible to register (EL). The system will also check whether a student has a valid SSN and I-9 on file, and display a warning (SSN) or error message (I-9) accordingly (see example).

If you see the SSN warning, you may continue creating the appointment. The student will also automatically receive an email notification from the HR Payroll Service Center that they need to provide an SSN.

For the I-9 and eligibility error messages, there is an option to notify the student directly from the application. Click the **Notify student of issue(s)** link to send a message to the student about the issue(s).

Create Appointment

- ❗ Student is neither registered nor eligible to be registered for 01/09/2012-02/05/2012. Appointment cannot be created.
- ❗ Special students or non-resident doctoral candidates cannot be hired through this application.
- ❗ Student does not have a valid I-9 on file. I-9 must be submitted before the student can start working.

[Notify student of issue\(s\)](#)

CREATING APPOINTMENTS: OTHER CHANGES

- Ability to search for a student by name.
- **Job Title** will be filtered by type of student (grad/undergrad); UROP Job Title will not be editable
- Validation for **Position Title** (student cannot hold two jobs with same position title); will pre-populate for UROPs but editable
- Only **Student Time Groups** displayed
- **Cost Object**: cannot be a fabricated equipment account; warning message if expiring cost object; can now add more than four cost objects
- No restriction on number of **CCs**
- Ability to view student's other concurrent appointments
- **Rate of Pay** for UROPs not editable
- **Cost Distribution** for UROPs not editable, unless faculty sponsored project
- **Location** will not default to on-campus; must actively select
- **Supervisor** required for all appointments
- Appointments cannot be created with a **start date** more than one full term in the future; the exception to this is cross-registered students, for which appointments can only be created with a start date in the current semester.

TIP:

Warnings will allow you to continue, sometimes recommending an additional step such as further explanation or an email to the student.

Errors will require you to resolve the conflict/issue before continuing with the transaction.